

**RECORDS SECTION**

**Ministry of Agriculture, Fisheries and Agrarian Reform**  
Bangsamoro Autonomous Region in Muslim Mindanao

**TRACKING FORM**

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**09-839***(Do not detach from Records Section's File Copy)*

Name and Agency of Sender/Recipient:

MAFAR Provincial Directors

Document Title/Subject:

MO No. 070-09 Workshop and Reconciliation on Finance Processes on October 11-13, 2021

Type of Transaction:

**Released**

Date

27-Sep-21

Time

1:30 PM

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Date

27-Sep-21

Time

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SIGNATURE OVER PRINTED NAME

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REMARKS

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**EMAILED**



09-839

**MEMORANDUM:**

Order No. 070-09  
Series of 2021

**TO : ALL PROVINCIAL DIRECTORS**

**ATTENTION : PROVINCIAL FINANCE DIVISION**  
**MAFAR-BARMM**

**SUBJECT : WORKSHOP AND RECONCILIATION ON FINANCE PROCESSES**

**DATE : SEPTEMBER 27, 2021**

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In lieu of an upright accountability and preparation of all financial reports, mostly the receipts, disbursements, and balances, to include the review of funds from Regional Office and the documents needed thereto, Admin officer, Cashier, Accountant, and Budget officer of each province are required to attend the **Workshop and Reconciliation on Finance Processes**.

At the end of the activity, participants will be able to:

- a. Present Financial Statements; and
- b. Reconciliated forms and other required documentations for financial transactions.

It is hereby requested that each of the participants are encouraged to bring your own laptop. To have a fruitful discussion, you are also requested to bring with you the necessary forms and other required documentations which are essential for the reconciliation of our financial transactions. The following are the required reports:

1. FAR 1A as of August 31, 2021
2. FAR 1B as of September 30, 2021
3. Monthly Trial Balance as of September 30, 2021
4. Statement of Disbursements and Status of Cash Advance as of August 31, 2021
5. RCI as of August 31, 2021

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Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM**  
Bangsamoro Government Center, Gov. Gutierrez Ave., Rosary Heights VII, Cotabato City, 9600



Thereafter, the following personnel listed below for each of the province of Maguindanao, Lanao del Sur, Sulu, Basilan and Tawi-Tawi on October 11-13, 2021. The venue for the said activity shall be determined and to be announced later.

**Designation**

1. ADMINISTRATIVE OFFICER
2. CASHIER II
3. ACCOUNTANT II
4. BUDGET OFFICER II

This serves as your travel order.

For information and compliance.

**MOHAMMAD S. YACOB, PhD.**  
Minister

By authority of the Minister,

  
**ARPHIA T. EBUS**  
Chief of Staff



MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM  
RECORDS SECTION  
**RELEASED**

**2021 -09- 27**

Time: 1:30PM  
By: NORMA R. KARIM